

RIGHT-OF-WAY USE Permit Application



Planning & Development
Building & Permit Services
99 W. 10th Ave.
Eugene, OR 97401

(541) 682-5407 Fax

(541) 682-5119 TTY

(541) 682-8400 Information

A. Job Address

Owner/Tenant	Phone	Cell/Pager
Mailing Address	City/State/Zip	
Contractor Name	Phone	Cell/Pager
Address	City/State/Zip	

B. Private use of a right-of-way (temporary/rental)

- ☐ Construction storage/staging area
- ☐ Block party (Also fill out form BLD-031 and give location in Section D)
- ☐ Horse-drawn vehicle (Also fill out Section D)
- ☐ Other (Specify) _____ Area _____

NOTE: During the use of public way, applicant shall maintain commercial, general liability insurance in the amount of \$500,000 combined single limit or its equivalent, to ensure all activities listed.

FEES

C. Period of use or time of construction

From: (date) _____ (time) _____ To: (date) _____ (time) _____

Sub-Total _____

9% Admin. _____

Total _____

D. Description of what is being proposed (Attach separate sheet if more space is needed.)

Describe any changes to or removal of traffic control devices/signs and protection of any trees, public facilities, utilities, and general public.

E. Traffic control plan required?

☐ No ☐ Yes Approved by: _____

NOTE: No work within the public right-of-way on arterial streets, downtown or in intersections between 7:15 a.m. to 8:15 a.m. and 4:00 p.m. to 6:00 p.m.

Working within the drip-line of any street tree requires a permit from PW Maintenance, 1820 Roosevelt Blvd., 682-5220.

F. As applicant, I state that I have read and understand the conditions printed on both sides of this application for using or for doing work within the public way and further state the work/use permit being sought is for the purposes stated and no other, unless expressly requested on this application and authorized by a permit. I agree to indemnify and hold the City of Eugene, its officers, agents and employees, harmless from any injury or damage caused by or relating to the activities specified in this application.

Name _____ Signature _____ Date _____ Phone _____

FOR OFFICE USE ONLY

Permit approved by	Date
Comments, recommending approval/denial/conditions of permit.	
Permit Number	Issue Date

CONDITIONS

1. The applicant represents all parties and interests and shall furnish material, do all work, pay all costs, and shall within a reasonable length of time, restore any damaged portion of the public way to a condition similar or equal to that existing before the commencement of the described work or uses, including any seeding or sodding necessary.
 2. The applicant and the applicant's successors or assignees agree to hold harmless the City of Eugene and its duly appointed agents and employees against any action for personal injury or damage sustained by reason of exercise of a permit, if granted.
 3. All work and construction within the public right-of-way is subject to the regulations set fourth by the Eugene City Code, and is subject to engineering standards as established by the City Engineer.
 4. The proposed work, use, etc. requested shall be located and constructed to the satisfaction of the City Engineer or a duly authorized representative. No revisions or additions shall be made to the proposed scope of work on the right-of way without the written permission of the City.
 5. The applicant shall at all times, conduct the work or activity in such a manner as to minimize hazards to vehicular and pedestrian traffic. In performing work or use in the public way the applicant shall provide traffic control acceptable to the City's Traffic Engineer or designee. All required traffic controls, i.e. signs, barricades, flaggers, etc., shall be furnished by the applicant. The actual work shall only be done during daylight hours, unless expressly authorized by the City.
 6. The applicant shall not trim, cut, or in any way disturb any landscaping (trees or shrubbery) within said public way without the approval of the Urban Forester or a duly authorized representative.
 7. The work performed by the applicant is for a bona fide purpose and not for the purpose of creating parking or areas for the servicing of vehicles on the street right-of-way. Parking on the public right-of-way is prohibited, unless authorized by the appropriate permit. Commercial, non-public signs that over hang the right-of-way are prohibited, unless expressly authorized by the City's Sign Code or appropriate permit.
 8. The City reserves the right to make such changes, additions, repairs, and relocations within its statutory limits to the facilities constructed under a public property/right of way work/use permit or other appurtenances on the right-of-way as may at any time be considered necessary in the future to permit relocation, reconstruction, widening, or maintaining of the street and/or to provide proper protection to life or property adjacent to the City and/or State right-of-way.
- However, in the event that a permit is granted to construct, locate, operate and maintain public utility facilities on the right-of way the applicant utility company, upon written request by the City Engineer shall perform such alterations or change of locations of the utility company's facilities without expense at the City. Should the applicant's utility company fail to make satisfactory arrangements to comply with a request within a reasonable time, the City reserves the right to make such alterations or change of location or removal of the utility company's facilities. The applicant agrees to pay for the cost incurred.
9. A permit, when granted is effective only in so far as the City has jurisdiction and does not release the applicant from the need to check with private utility companies for utility locations.
 10. The application affirms that the scope of the proposal shown on submitted plans is true and correct, and binds and obligates him/herself to perform the operation in accordance with the application and related plans and to abide by the above conditions.